
The ICD® Learning Management System (LMS)

May 5, 2020

*An Officially
Sponsored
ICD Class*

Presentation Description

The ICD® Learning Management System (LMS)

- This class is a **non-credit** instructional class
- Subscribers will learn how to access classes in the LMS, confirm classes, apply classes to certificates, see Continuing Education Credits in their ICD subscriber profiles.

**Course
Developers
&
Presenters**

**Lynne Poulton,
Director of Marketing**

**Laurene Livesey Park,
Certification Program Director**

Introduction

Purpose of this class:

- Walk-through of the process of accessing, taking and confirming a class in the ICD Learning Management System.
- Review of where to find ICD class credits.
- Look at subscriber profiles in the ICD website.
- Answer questions!

Definitions

Learning Management System (LMS)

- Platform to organize, host and track online education

Oasis

- ICD's web hosting company
- Our education is available on the LMS, our profiles are on our website on Oasis. They are linked, you no longer need a separate log-in to access ICD classes, and classes taken in the LMS will show up in your subscriber profile.

The ICD® Vault

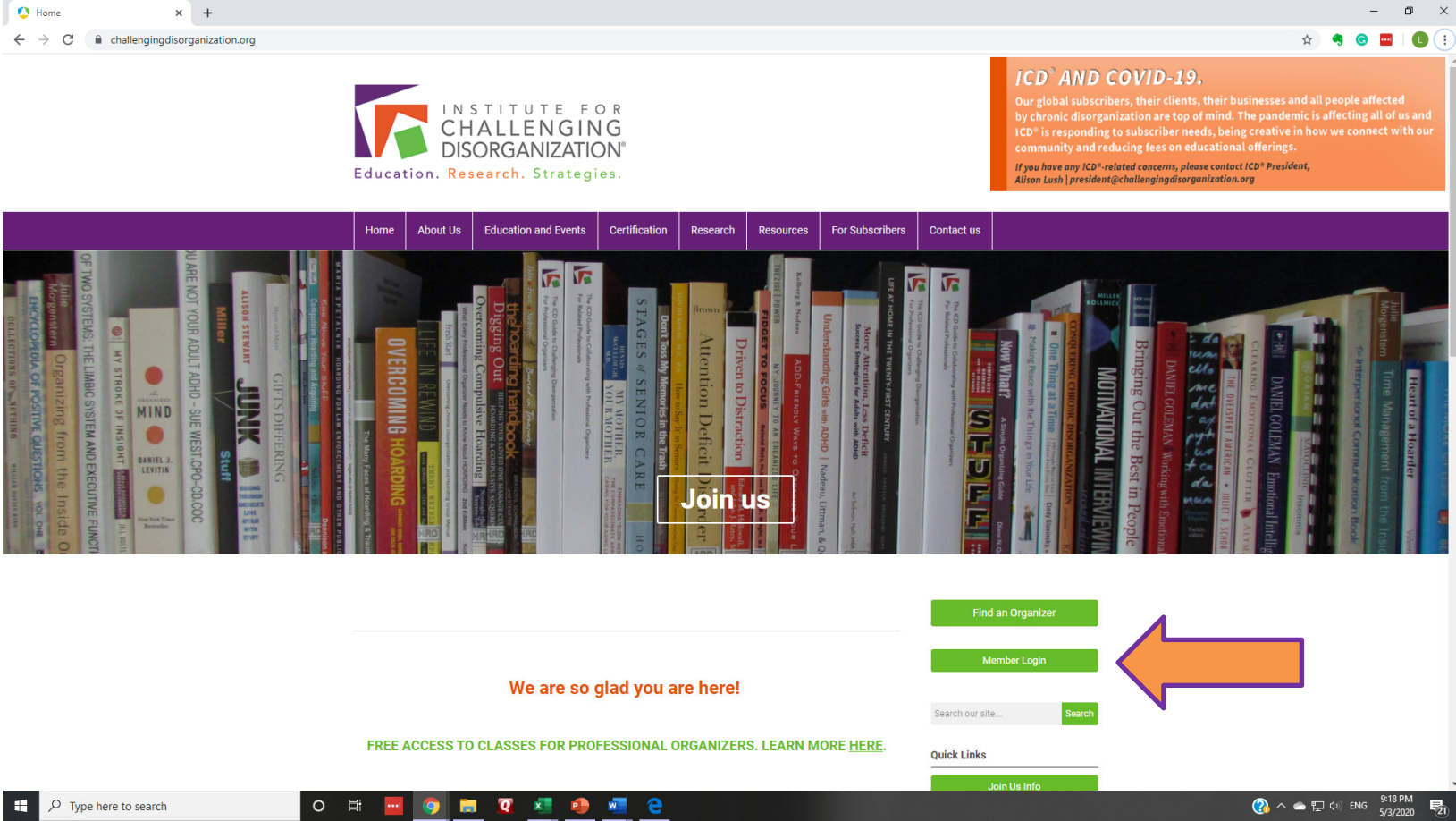
- Has been hosted in box.com, migrating to the LMS

Continuing Education Credits (CEUs)

- These are ICD® credits – for ICD certificates and ICD recertification. They *may* be valid for other uses, we do not monitor that.

Navigate to ICD website

Click on Member Login



Click on Log In

The screenshot shows a web browser window with the URL `icdorg.memberclicks.net/login#/login`. The website header includes the logo for the Institute for Challenging Disorganization and a navigation menu with items like Home, About Us, Education and Events, Certification, Research, Resources, For Subscribers, and Contact us. A prominent orange banner on the right discusses COVID-19 impacts and provides contact information for the ICD® President, Alison Lush. The main content area features a login form with a 'LOG IN' button highlighted by a large orange arrow. The right sidebar contains several utility sections: 'Find an Organizer', 'Member Login', a search bar, 'Quick Links' (Join Us Info, Give, ICD Online Class Confirmation, ICD LMS Vault), and 'Upcoming Events' listing several classes and meetings.

Right Click on ICD LMS Vault and open in new tab

The screenshot shows a web browser window with the URL icdorg.memberclicks.net/subscriber-landing-page. The page features the ICD logo and navigation menu. A prominent orange banner at the top right discusses 'ICD® AND COVID-19'. The main content area displays the user's profile for Laurene Livesey Park, a Premium Subscriber. A sidebar on the right contains several green buttons: 'Find an Organizer', 'Member Logout', a search bar, and a 'Quick Links' section. The 'Quick Links' section includes 'Join Us Info', 'Give', 'ICD Online Class Confirmation', and 'ICD LMS Vault'. A red arrow points to the 'ICD LMS Vault' link. Below this, there is an 'Upcoming Events' section with a list of events.

ICD® AND COVID-19.
Our global subscribers, their clients, their businesses and all people affected by chronic disorganization are top of mind. The pandemic is affecting all of us and ICD® is responding to subscriber needs, being creative in how we connect with our community and reducing fees on educational offerings.
If you have any ICD®-related concerns, please contact ICD® President, Alison Lush | president@challengingdisorganization.org

Home About Us Education and Events Certification Research Resources For Subscribers Contact us

Laurene Livesey Park
OrganizeMe101
Premium Subscriber - Annual

See something wrong? [Update your profile!](#)

[Subscriber Directory](#) | [My Profile](#) | [The Vault](#) | [Event Calendar](#) | [My Community](#) | [Community Forum](#)
[ConnectUp Groups](#) | [ICD Logos](#) | [ICD Continuing Education Credits](#) | [Pandemic Resources](#)

Subscriber Landing Page

Welcome to your personalized landing page!
On this page you will be able to access and manage your personal profile, including your messages, and forms you have submitted.
You will come here to check on committee activity and messages, although you will also receive messages by email.
This is your portal to the ICD Forums. If you are a Premium Subscriber you can access [confirmation forms](#) for classes taken through the vault.
If you see incorrect information here that you are not able to change on your own, please contact ICD's Services Manager Laurene Livesey Park at icd@challengingdisorganization.org

Quick Links

- Find an Organizer
- Member Logout
- Search our site...
- Join Us Info
- Give
- ICD Online Class Confirmation
- ICD LMS Vault

Upcoming Events

- Tue May 5, 2020
[Introduction to the New ICD Learning Management System](#)
Category: Class - live
- Mon May 11, 2020
[Pacific ConnectUp Meeting](#)
Category: Connect-Up Meetings
- Wed May 13, 2020
[ConnectUp Book Club](#)
Category: Connect-Up Meetings
- Tue May 26, 2020

You Made It!

Click on Course List

The screenshot shows a web browser window with the URL icdorg.mclms.net/en/. The website header includes the MC|LMS logo and navigation links for HOME, ABOUT US, COURSE LIST, and SUPPORT. A large orange arrow points to the COURSE LIST link. Below the navigation is a banner for the Institute for Challenging Disorganization with the tagline "Education. Research. Strategies." and the organization's logo. The main content area is titled "Our latest courses" and features four course cards, each for a Level II Specialist Certificate: Level II Hoarding Specialist, Level II ADHD Specialist, Level II Aging Specialist, and Level II CD Specialist®. Each card includes a brief description of the course package and a duration of 06:00:00. The Windows taskbar at the bottom shows the system tray with the date 5/3/2020 and time 9:36 PM.

Click on Filter By

The screenshot shows a web browser window with the URL icdorg.mclms.net/en/package/list. The page features a navigation bar with 'HOME', 'ABOUT US', 'COURSE LIST', and 'SUPPORT' links, and a 'MY ACCOUNT' link. The main heading is 'Courses'. Below the heading, there are 'SORT BY' and 'FILTER BY' dropdown menus, and a 'SEARCH' button. The page displays a grid of course cards. An orange arrow points to the 'FILTER BY' dropdown menu. The course cards are organized into two rows. The top row contains four Level II Specialist Certificate courses: 'Level II Hoarding Specialist', 'Level II ADHD Specialist', 'Level II Aging Specialist', and 'Level II CD Specialist®'. The bottom row contains four Level I Certificate of Study courses: 'Level I Certificate of Study in Interpersonal Intelligence', 'Level I Certificate of Study in Time Management and Productivity', 'Level I Certificate of Study in Life Transitions and the Client Affected by CD', and 'Level I Certificate of Study in Students and Learning Theories'. Each card includes a brief description, duration, and a 'DETAILS' button.

What class do you want to access?

The screenshot shows the MC LMS website interface. At the top, there are navigation links for HOME, ABOUT US, COURSE LIST, SUPPORT, and MY ACCOUNT. The main heading is "Courses". Below this, there are options for SORT BY and FILTER BY, and a SEARCH button. A filter menu is open, listing various categories with checkboxes: Hoarding (HRD), Level II, ADHD, Aging (AGE), Chronic Disorganization (CD), Level I, Interpersonal Intelligence, Time Management and Productivity, Life Transitions (LT), Students and Learning Theories (SLT), Client Management (MGMT), Continuing Education, and Health Issues and... An orange arrow points to the "Level II" checkbox. The course list below features several cards for "LEVEL II SPECIALIST CERTIFICATE" (ADHD Specialist, Aging Specialist, CD Specialist) and "LEVEL I CERTIFICATE OF STUDY" (Interpersonal Intelligence, Time Management and Productivity, Life Transitions and the Client Affected by CD, Students and Learning Theories). Each card includes a description, duration, and a "DETAILS" button. The Windows taskbar at the bottom shows the search bar and various application icons.

Let's take a Level I INT class

The screenshot shows a web browser window with the URL icdorg.mclms.net/en/package/list. The page header includes the MC LMS logo and navigation links: HOME, ABOUT US, COURSE LIST, SUPPORT, and MY ACCOUNT. The main heading is "Courses". Below the heading are filters for "SORT BY" and "FILTER BY", and a "SEARCH" button. The main content area displays a grid of course cards. Each card includes a title, a description, a duration, and a "DETAILS" button. An orange arrow points to the "DETAILS" button for the first course, "Level I Certificate of Study in Interpersonal Intelligence".

Course Title	Description	Duration	Level
Level I Certificate of Study in Interpersonal Intelligence	This package contains the 6 required classes for the Level I Certificate of Study in Interpersonal Intelligence.	06:00:00	Level I Interpersonal Intelligence (INT)
Level I Certificate of Study in Time Management and Productivity	This package contains the 6 classes required for the Level I Certificate of Study in Time Management and Productivity.	06:00:00	Level I Time Management and Productivity (TMP)
Level I Certificate of Study in Life Transitions and the Client Affected by CD	This package contains the 6 required classes for the Level I Certificate of Study in Life Transitions and the Client Affected by CD.	06:00:00	Level I Life Transitions (LT)
Level I Certificate of Study in Students and Learning Theories	This package contains the required classes for the Level I Certificate of Study in Students and Learning Theories	06:00:00	Level I Students and Learning Theories (SLT)
Level I Certificate of Study in Client Management	This package contains the required classes for the Level I Certificate of Study in Client Management.		
Level I Certificate of Study in Health Issues and Conditions and the Client affected by CD	This package consists of the 6 required classes for the ICD Level I Certificate of Study in ADHD.		
Level I Foundation Certificate of Study in Chronic Disorganization	The basic building blocks of all ICD Education. This package contains the		

Choose class, click

The screenshot shows a web browser window with the URL <https://icdorg.mclms.net/en/package/947/view>. The page features a navigation menu with links for HOME, ABOUT US, COURSE LIST, SUPPORT, and MY ACCOUNT. The main heading is "Level I Certificate of Study in Interpersonal Intelligence". Below this is an "OVERVIEW" section containing a list of six courses:

- INT-105 INTERPERSONAL INTELLIGENCE AND THE CLIENT AFFECTED BY...
- INT-130 DEALING WITH DIFFICULT PEOPLE
- INT-140 UNDERSTANDING THE CD CLIENT AND CULTURAL DIVERSITY
- INT-100 INTRODUCTION TO INTERPERSONAL INTELLIGENCE
- INT-145 BETTER DONE THAN PERFECT: MANAGING PERFECTIONISM
- INT-110 BRIEF MOTIVATIONAL INTERVIEWING (MI) STRATEGIES_ SUPPORTING CLIENTS MANAGING ADHD

An orange arrow points to the first course, INT-105. Below the list is a "Package Description" section stating: "This package contains the 6 required classes for the Level I Certificate of Study in Interpersonal Intelligence." The Windows taskbar at the bottom shows the time as 9:54 PM on 5/3/2020.

Scroll down to access lesson and confirmation

The screenshot shows a web browser window with the URL icdorg.mclms.net/en/package/947/course/342/view. The page features a navigation menu with 'HOME', 'ABOUT US', 'COURSE LIST', 'SUPPORT', and 'MY ACCOUNT'. A green banner at the top displays the course title: 'INT-105 INTERPERSONAL INTELLIGENCE AND THE CLIENT AFFECTED BY CD'. Below this, a list of lesson titles is shown in orange text: 'INT-130 DEALING WITH DIFFICULT PEOPLE', 'INT-140 UNDERSTANDING THE CD CLIENT AND CULTURAL DIVERSITY', 'INT-100 INTRODUCTION TO INTERPERSONAL INTELLIGENCE', 'INT-145 BETTER DONE THAN PERFECT: MANAGING PERFECTIONISM', and 'INT-110 BRIEF MOTIVATIONAL INTERVIEWING (MI) STRATEGIES_ SUPPORTING CLIENTS MANAGING ADHD'. A paragraph of text states: 'This class will discuss how we can use Interpersonal Intelligence to better understand how our clients communicate and how we can improve how we communicate back to them.' Below the text is a table with three rows. The first row is highlighted in orange and contains 'INT-105 Interpersonal Intelligence and the Client Affected by CD' and '01:00:00' with an upward arrow. The second row contains 'INT-105 Interpersonal Intelligence and the Client Affected by CD' and '01:00:00' with a pencil icon. The third row contains 'Confirmation INT-105 Interpersonal Intelligence and the Client Affected by CD'. A large orange arrow with a purple outline points to the third row. To the right of the table is a 'Course Details' box containing a 'Table of Contents' link. The Windows taskbar at the bottom shows the time as 9:56 PM on 5/3/2020.

INT-105 Interpersonal Intelligence and the Client Affected by CD	01:00:00 ↑
INT-105 Interpersonal Intelligence and the Client Affected by CD	01:00:00 ✎
Confirmation INT-105 Interpersonal Intelligence and the Client Affected by CD	

Class Content

The screenshot shows a web browser window with the URL <https://icdorg.mclms.net/en/profile/my-courses/342/lesson/1548/view>. The page features a navigation bar with 'HOME', 'ABOUT US', 'COURSE LIST', 'SUPPORT', and 'MY ACCOUNT'. A green notification bar at the top states 'Package was added to your account'. The main content area includes a text block: 'This class will discuss how we can use Interpersonal Intelligence to better understand how our clients communicate and how we can improve how we communicate back to them.' Below this is a video player for 'INT-105 Interpersonal Intelligence and the CD Client - 16 - audio.mp3' with a play button and a progress bar. An orange arrow points to the play button. To the right, a 'Files attached' section lists 'INT-105 Interpersonal Intelligence and the CD Client - 16.pdf'. Below this are buttons for 'NOTES' and 'TABLE OF CONTENTS', and a text box containing 'NEXT: CONFIRMATION INT-105 INTERPERSONAL INTELLIGENCE AND THE CLIENT AFFECTED BY CD'. The main content area displays the logo for the 'INSTITUTE FOR CHALLENGING DISORGANIZATION™' with the tagline 'Education. Research. Strategies. An Officially Sponsored Educational Teleclass'. The title 'Interpersonal Intelligence & the CD Client (INT-105)' and the date 'March 28, 2016' are also visible. The browser's taskbar at the bottom shows the Windows logo, a search bar, and various application icons, with the system tray displaying the time '10:06 PM' and date '5/3/2020'.

Class Content

The screenshot displays a web browser window with the URL icdorg.mclms.net/en/profile/my-courses/342/lesson/1548/view. The page header includes the MC LMS logo and navigation links: HOME, ABOUT US, COURSE LIST, SUPPORT, and MY ACCOUNT. A green notification bar at the top states "Package was added to your account".

The main content area features a text block: "This class will discuss how we can use Interpersonal Intelligence to better understand how our clients communicate and how we can improve how we communicate back to them." Below this is a video player with a play button and a progress bar showing 0:00 / 1:12:45. The video title is "INT-105 Interpersonal Intelligence and the CD Client - 16 - audio.mp3".

To the right of the video player is a "Files attached" section containing a PDF file: "INT-105 Interpersonal Intelligence and the CD Client - 16.pdf". Below this are buttons for "NOTES" and "TABLE OF CONTENTS". A box at the bottom right of this section contains the text: "NEXT: CONFIRMATION INT-105 INTERPERSONAL INTELLIGENCE AND THE CLIENT AFFECTED BY CD".

The video player displays a slide with the following content:

- Logo for the Institute for Challenging Disorganization (ICD) with the tagline "Education. Research. Strategies. An Officially Sponsored Educational Teleclass".
- Title: "Interpersonal Intelligence & the CD Client (INT-105)"
- Date: "March 28, 2016"

An orange arrow points to the right side of the slide. The browser's taskbar at the bottom shows the Windows logo, a search bar, and various application icons. The system tray on the right indicates the time is 10:06 PM on 5/3/2020.

Class Confirmation

The screenshot shows a web browser window with the URL icdorg.mclms.net/en/profile/my-courses/342/lesson/1548/view. The page header includes the MC LMS logo and navigation links: HOME, ABOUT US, COURSE LIST, SUPPORT, and MY ACCOUNT. A green notification bar at the top states "Package was added to your account".

The main content area features a text block: "This class will discuss how we can use Interpersonal Intelligence to better understand how our clients communicate and how we can improve how we communicate back to them." Below this is an audio player for "INT-105 Interpersonal Intelligence and the CD Client - 16 - audio.mp3" with a progress bar at 0:00 / 1:12:45.

The central video player displays a slide with the following text:
INSTITUTE FOR CHALLENGING DISORGANIZATION™
Education. Research. Strategies.
An Officially Sponsored Educational Teleclass

Interpersonal Intelligence & the CD Client (INT-105)

March 28, 2016

The right sidebar contains a "Files attached" section with a PDF file: "INT-105 Interpersonal Intelligence and the CD Client - 16.pdf". Below this are buttons for "NOTES" and "TABLE OF CONTENTS". The "TABLE OF CONTENTS" button is highlighted with an orange arrow, and its text is: "NEXT: CONFIRMATION INT-105 INTERPERSONAL INTELLIGENCE AND THE CLIENT AFFECTED BY CD".

The browser's taskbar at the bottom shows the Windows logo, a search bar, and various application icons. The system tray on the right indicates the time is 10:06 PM on 5/3/2020.

Live Confirmation Demonstration!

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** "Inbox (2) - lauren.livesey.park@...", "(2) All Files | Powered by Box", "MC LMS - INT-105 Interpersonal", and "MC LMS Admin - Tag list".
- Address Bar:** "icdorg.mclms.net/en/profile/my-courses/342/exam/7581/view".
- Navigation Menu:** "HOME", "ABOUT US", "COURSE LIST", "SUPPORT", and "MY ACCOUNT".
- Main Content:**
 - MC | LMS logo
 - Course Title: "INT-105 Interpersonal Intelligence and the Client Affected by CD"
 - Confirmation Text: "Confirmation INT-105 Interpersonal Intelligence and the Client Affected by CD"
- Assessment Details Sidebar:**
 - Passing score: 3
 - Total points: 3
 - No time limit for this assessment
 - Number of attempts remaining: Unlimited
 - START** button (highlighted with an orange arrow)
 - NOTES button
 - TABLE OF CONTENTS button
 - PREVIOUS: INT-105 INTERPERSONAL INTELLIGENCE AND THE CLIENT AFFECTED BY CD
- Taskbar:** Windows search bar, taskbar icons (Chrome, Word, etc.), system tray showing "ENG" and "10:11 PM 5/3/2020".

Very Important Confirmation Check

Inbox (4) - lauren.livesey.park@ x (2) All Files | Powered by Box x MC LMS - MGMT-680 Virtual Org x MC LMS Admin - Tag list x +

icdorg.mclms.net/en/profile/my-courses/course/1433/view

MC | LMS HOME ABOUT US COURSE LIST SUPPORT MY ACCOUNT

My courses

MGMT-680 Virtual Organizing With the Client Affected by CD

Panel Discussion with Sheila Delson, Vickie Dellaquila, Diane Quintana

MGMT-680 Virtual Organizing With the Client Affected by CD	01:30:00 ↑
MGMT-680 Virtual Organizing With the Client Affected by CD	01:30:00 ✓ ☆
Confirmation:MGMT-680 Virtual Organizing With the Client Affected by CD	✓ ☆

Course completed at 05/03/2020 07:48:25 PM

NOTES BACK TO COURSES LIST

Course Details

- Table of Contents
- Favorites

INSTITUTE FOR CHALLENGING DISORGANIZATION
Education. Research. Strategies.

Our mission is to provide education, research and strategies

Back to ICD Home Page. Contact us at ICD@challengingdisorganization.org

Type here to search

10:21 PM 5/3/2020

Back to ICD Home Page, or click the tab open in your browser

MC | LMS HOME ABOUT US COURSE LIST SUPPORT MY ACCOUNT

My courses

MGMT-680 Virtual Organizing With the Client Affected by CD

Panel Discussion with Sheila Delson, Vickie Dellaquila, Diane Quintana

MGMT-680 Virtual Organizing With the Client Affected by CD	01:30:00 ↑
MGMT-680 Virtual Organizing With the Client Affected by CD	01:30:00 📄 ✓ ☆
Confirmation:MGMT-680 Virtual Organizing With the Client Affected by CD	✓ ☆

Course completed at 05/03/2020 07:48:25 PM

[NOTES](#) [BACK TO COURSES LIST](#)

Course Details

- Table of Contents
- Favorites

INSTITUTE FOR CHALLENGING DISORGANIZATION
Education. Research. Strategies.

Our mission is to provide education, research and strategies

[Back to ICD Home Page.](#) [CONTACT US AT ICD@challengingdisorganization.org](mailto:ICD@challengingdisorganization.org)

Back to your subscriber profile, Click on ICD Continuing Education

Subscriber Landing Page

icdorg.memberclicks.net/subscriber-landing-page

Credits

INSTITUTE FOR CHALLENGING DISORGANIZATION®
Education. Research. Strategies.

ICD® AND COVID-19.
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Home | About Us | Education and Events | Certification | Research | Resources | For Subscribers | Contact us

Laurene Livesey Park
OrganizeMe101
Premium Subscriber - Annual

See something wrong? [Update your profile!](#)

[Subscriber Directory](#) | [My Profile](#) | [The Vault](#) | [Event Calendar](#) | [My Community](#) | [Community Forum](#)
[ConnectUp Groups](#) | [ICD Logos](#) | [ICD Continuing Education](#) | [Pandemic Resources](#)

Subscriber Landing Page

Welcome to your personalized landing page!
On this page you will be able to access and manage your personal profile, including your messages, and forms you have submitted.
You will come here to check on committee activity and messages, although you will also receive messages by email.
This is your portal to the ICD Forums. If you are a Premium Subscriber you can access [confirmation forms](#) for classes taken through the vault.
If you see incorrect information here that you are not able to change on your own, please contact ICD's Services Manager Laurene Livesey Park at icd@challengingdisorganization.org

[Find an Organizer](#)

[Member Logout](#)

Search our site... [Search](#)

Quick Links

[Join Us Info](#)

[Give](#)

[ICD Online Class Confirmation](#)

[ICD LMS Vault](#)

Upcoming Events

Tue May 5, 2020
[Introduction to the New ICD Learning Management System](#)
Category: Class - live

Mon May 11, 2020
[Pacific ConnectUp Meeting](#)
Category: Connect-Up Meetings

Wed May 13, 2020
[ConnectUp Book Club](#)
Category: Connect-Up Meetings

Tue May 26, 2020

Type here to search

9:31 PM 5/3/2020

Sortable ICD® CEUs

The screenshot shows a web browser window with the URL icdorg.memberclicks.net/icd-continuing-education-credits. The page features the logo for the Institute for Challenging Disorganization (ICD) and a navigation menu with items like Home, About Us, Education and Events, Certification, Research, Resources, For Subscribers, and Contact us. A purple banner at the top right contains the text "ICD® AND COVID-19. Our global subscribers, their clients, their businesses and all people affected by chronic disorganization are top of mind. The pandemic is affecting all of us and ICD® is responding to subscriber needs, being creative in how we connect with our community and reducing fees on educational offerings. If you have any ICD®-related concerns, please contact ICD® President, Alison Lush | president@challengingdisorganization.org".

The main content area is titled "Continuing Education Tracking" and includes a "SORT" button, a summary of "Hours total: 16.5" and "Event / Session total: 7", and an "EXPORT PDF" button. Below this is a "Filter Credits" section with "APPLY FILTERS" and "RESET FILTERS" buttons. The "Date Range" section has input fields for "Choose a start date" and "Choose an end date". The "Category" section has checkboxes for "(None)", "ADHD Level I", "ADHD Level II", "AGE Level I", and "AGE Level II".

The table below shows two rows of CEU data:

Date Range	Event / Session	Hours	Category	Added By	Location	Instructor	Expiration
4/21/2020 - 4/21/2020	INT-110 Brief Motivational Interviewing (MI) Strategies_ Supporting Clients Managing ADHD	1	INT Level I	Admin	Online		
4/14/2020 - 4/14/2020	INT-100 Introduction to Interpersonal Intelligence	1	INT Level I	Admin	Online		

An orange arrow points to the "Description" column header in the table.

PDF of credits

The screenshot shows a web browser window with the URL icdorg.memberclicks.net/icd-continuing-education-credits. The page header includes the logo for the Institute for Challenging Disorganization (Education. Research. Strategies.) and a banner for "ICD® AND COVID-19" with a message about global subscribers and pandemic-related concerns. A purple navigation bar contains links for Home, About Us, Education and Events, Certification, Research, Resources, For Subscribers, and Contact us.

The main content area is titled "Continuing Education Tracking" and features a "SORT" button, a summary of "Hours total: 16.5" and "Event / Session total: 7", and an "EXPORT PDF" button highlighted by a large orange arrow. Below this are filter options for "Filter Credits" (with "APPLY FILTERS" and "RESET FILTERS" buttons), "Date Range" (with "Choose a start date" and "Choose an end date" fields), and "Category" (with checkboxes for (None), ADHD Level I, ADHD Level II, AGE Level I, and AGE Level II).

Date Range	Event / Session	Hours	Category	Added By	Location	Instructor	Expiration	Description
4/21/2020 - 4/21/2020	INT-110 Brief Motivational Interviewing (MI) Strategies_ Supporting Clients Managing ADHD	1	INT Level I	Admin	Online			
4/14/2020 - 4/14/2020	INT-100 Introduction to Interpersonal Intelligence	1	INT Level I	Admin	Online			

The Windows taskbar at the bottom shows the system time as 10:29 PM on 5/3/2020.

What about my other ICD credits? Click on My Profile

The screenshot shows a web browser window with two tabs: "Subscriber Landing Page" and "ICD LMS". The address bar shows the URL "icdorg.memberclicks.net/subscriber-landing-page". The page header features the ICD logo and the text "INSTITUTE FOR CHALLENGING DISORGANIZATION® Education. Research. Strategies." A purple navigation bar contains links for Home, About Us, Education and Events, Certification, Research, Resources, For Subscribers, and Contact us. A prominent orange banner on the right reads "ICD® AND COVID-19. Our global subscribers, their clients, their businesses and all people affected by chronic disorganization are top of mind. The pandemic is affecting all of us and ICD® is responding to subscriber needs, being creative in how we connect with our community and reducing fees on educational offerings. If you have any ICD®-related concerns, please contact ICD® President, Allison Lush | president@challengingdisorganization.org".

The main content area displays the user's profile for "Laurene Livesey Park" with the ID "OrganizeMe101" and the status "Premium Subscriber - Annual". A button labeled "Update your profile" is visible. A navigation menu includes links for Subscriber Directory, My Profile, Event Calendar, My Community, Community Forum, ConnectUp Groups, ICD Logos, Education Credits, and Pandemic Resources. A large orange arrow points to the "My Profile" link.

On the right side, there are buttons for "Find an Organizer", "Member Logout", and a search bar. Below these are "Quick Links" for "Join Us Info", "Give", "ICD Online Class Confirmation", and "ICD LMS Vault". An "Upcoming Events" section lists three events: "Introduction to the New ICD Learning Management System" (Tue May 5, 2020), "Pacific ConnectUp Meeting" (Mon May 11, 2020), and "ConnectUp Book Club" (Wed May 13, 2020).

The Windows taskbar at the bottom shows the search bar with "Type here to search" and various application icons. The system tray on the right indicates the time as 10:35 PM on 5/3/2020.

What about my other ICD credits? Click on Message History

The screenshot displays the member profile page for the Institute for Challenging Disorganization. The browser address bar shows the URL: icdorg.memberclicks.net/my-profile. The page features a purple navigation bar with links: Home, About Us, Education and Events, Certification, Research, Resources, For Subscribers, and Contact us. A prominent orange banner at the top right contains the text: "ICD® AND COVID-19. Our global subscribers, their clients, their businesses and all people affected by chronic disorganization are top of mind. The pandemic is affecting all of us and ICD® is responding to subscriber needs, being creative in how we connect with our community and reducing fees on educational offerings. If you have any ICD®-related concerns, please contact ICD® President, Allison Lush | president@challengingdisorganization.org".

The main content area includes a profile section with a dropdown menu. The dropdown menu options are: Change Profile Picture, Privacy, Change Password, Contact Preferences, **Message History** (highlighted with an orange arrow), Invoices, and Submissions. Below the profile is a "My Status" section with a text input field and buttons for "Change Profile Picture", "Privacy", "Start a new circle", "Upload photos", "Write Message", and "View your inbox".

On the right side, there are several utility buttons: "Find an Organizer", "Member Logout", a search bar, "Quick Links" (Join Us Info, Give, ICD Online Class Confirmation, ICD LMS Vault), and "Upcoming Events" (Introduction to the New ICD Learning Management System, Pacific ConnectUp Meeting, ConnectUp Book Club).

The Windows taskbar at the bottom shows the system time as 10:37 PM on 5/3/2020.

What about my other ICD credits?

Two types of confirmations

The screenshot displays the ICD Learning Management System interface. At the top, there is a navigation bar with the following links: Home, About Us, Education and Events, Certification, Research, Resources, For Subscribers, and Contact us. A prominent orange banner on the right side contains the text: "ICD® AND COVID-19. Our global subscribers, their clients, their businesses and all people affected by chronic disorganization are top of mind. The pandemic is affecting all of us and ICD® is responding to subscriber needs, being creative in how we connect with our community and reducing fees on educational offerings. If you have any ICD®-related concerns, please contact ICD® President, Alison Lush | president@challengingdisorganization.org".

The main content area features a "Message History" section with a table listing messages. A large orange arrow points to the second row of the table. The table has columns for Subject, From, Status, and Date.

Subject	From	Status	Date
Confirmation for 2020April28 Mast	Institute for Challenging Disorgan	Sent	05/03/2020 10:42 PM
Online ICD Class Confirmation For	Institute for Challenging Disorgan	Sent	05/03/2020 10:40 PM
(Tuesday!) Special FREE Class - LMS	Institute for Challenging Disorgan	Opened	05/03/2020 10:33 PM
(Watch!) ICD® Virtual Assembly Re	Institute for Challenging Disorgan	Opened	05/02/2020 10:05 AM
icd@challengingdisorganization.or	icd@challengingdisorganization.or	Opened	04/29/2020 1:21 PM
icd@challengingdisorganization.or	icd@challengingdisorganization.or	Opened	04/29/2020 12:36 PM
icd@challengingdisorganization.or	icd@challengingdisorganization.or	Opened	04/29/2020 12:30 PM
icd@challengingdisorganization.or	icd@challengingdisorganization.or	Opened	04/29/2020 12:27 PM
(Open Up!) ICD Bulletin-4.29.2020	Institute for Challenging Disorgan	Opened	04/28/2020 9:01 PM
Class handout and confirmation lir	Institute for Challenging Disorgan	Opened	04/28/2020 2:39 PM

Below the table, there is a pagination control showing "Page 1 of 40" and "Per Page of 392".

On the right side of the interface, there are several sections: "Find an Organizer", "Member Logout", a search bar, "Quick Links" (Join Us Info, Give, ICD Online Class Confirmation, ICD LMS Vault), and "Upcoming Events" (Introduction to the New ICD Learning Management System, Pacific ConnectUp Meeting, ConnectUp Book Club).

ICD[®] Live Class confirmations

INSTITUTE FOR CHALLENGING DISORGANIZATION[®]
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ICD[®] AND COVID-19.
Our global subscribers, their clients, their businesses and all people affected by chronic disorganization are top of mind. The pandemic is affecting all of us and ICD[®] is responding to subscriber needs, being creative in how we connect with our community and reducing fees on educational offerings.
If you have any ICD[®]-related concerns, please contact ICD[®] President, Alison Lush | president@challengingdisorganization.org

Home | About Us | Education and Events | Certification | Research | Resources | For Subscribers | Contact us

My Community | My Profile | **Connections** | My Features | **Inbox** (1) | Search Directory

Message History

Subject	From	Status	Date
Confirmation for 2020 April 28 Meeting	Institute for Challenging Disorganiza...	Sent	05/03/2020 10:42 PM
Online ICD Class Confirmation Form	Institute for Challenging Disorganiza...	Sent	05/03/2020 10:40 PM
(Tuesday!) Special FREE Class - LMS	Institute for Challenging Disorganiza...	Opened	05/03/2020 10:33 PM
(Watch!) ICD [®] Virtual Assembly Re...	Institute for Challenging Disorganiza...	Opened	05/02/2020 10:05 AM
icd@challengingdisorganization.or...	icd@challengingdisorganization.or...	Opened	04/29/2020 1:21 PM
icd@challengingdisorganization.or...	icd@challengingdisorganization.or...	Opened	04/29/2020 12:36 PM
icd@challengingdisorganization.or...	icd@challengingdisorganization.or...	Opened	04/29/2020 12:30 PM
icd@challengingdisorganization.or...	icd@challengingdisorganization.or...	Opened	04/29/2020 12:27 PM
(Open Up!) ICD Bulletin-4.29.2020	Institute for Challenging Disorganiza...	Opened	04/28/2020 9:01 PM
Class handout and confirmation list	Institute for Challenging Disorganiza...	Opened	04/28/2020 2:39 PM

10 | Per Page of 392 | Page 1 of 40 | First | Previous | Next | Last

Find an Organizer

Member Logout

Search our site... **Search**

Quick Links

- Join Us Info**
- Give**
- ICD Online Class Confirmation**
- ICD LMS Vault**

Upcoming Events

- Tue May 5, 2020**
Introduction to the New ICD Learning Management System
Category: Class - live
- Mon May 11, 2020**
Pacific ConnectUp Meeting
Category: Connect-Up Meetings
- Wed May 13, 2020**
ConnectUp Book Club
Category: Connect-Up Meetings
- Tue May 26, 2020**

https://icdorg.memberclicks.net/index.php?option=com_community&view=profile&task=app&app=messageHistory&userid=2000042900#

Type here to search

10:45 PM 5/3/2020

ICD® Online Class confirmations

The screenshot shows the ICD® website interface. At the top, there is a navigation menu with links: Home, About Us, Education and Events, Certification, Research, Resources, For Subscribers, and Contact us. Below the navigation is a header area with the ICD® logo and a banner for "ICD® AND COVID-19". The main content area features a "Message History" table with columns for Subject, From, Status, and Date. An orange arrow points to the second row of the table, which is a confirmation email. To the right of the table are several buttons: "Find an Organizer", "Member Logout", "Search our site...", "Quick Links" (Join Us Info, Give, ICD Online Class Confirmation, ICD LMS Vault), and "Upcoming Events" (Introduction to the New ICD Learning Management System, Pacific ConnectUp Meeting, ConnectUp Book Club).

Subject	From	Status	Date
Confirmation for 2020April28 Mast	Institute for Challenging Disorganani	Sent	05/03/2020 10:42 PM
Online ICD Class Confirmation	Institute for Challenging Disorganani	Sent	05/03/2020 10:40 PM
(Tuesday!) Special FREE Class -	Institute for Challenging Disorganani	Opened	05/03/2020 10:33 PM
(Watch!) ICD® Virtual Assembly Re	Institute for Challenging Disorganani	Opened	05/02/2020 10:05 AM
icd@challengingdisorganization.or	icd@challengingdisorganization.or	Opened	04/29/2020 1:21 PM
icd@challengingdisorganization.or	icd@challengingdisorganization.or	Opened	04/29/2020 12:36 PM
icd@challengingdisorganization.or	icd@challengingdisorganization.or	Opened	04/29/2020 12:30 PM
icd@challengingdisorganization.or	icd@challengingdisorganization.or	Opened	04/29/2020 12:27 PM
(Open Up!) ICD Bulletin-4.29.2020	Institute for Challenging Disorganani	Opened	04/28/2020 9:01 PM
Class handout and confirmation lir	Institute for Challenging Disorganani	Opened	04/28/2020 2:39 PM

Pre- June 2018 credits

The screenshot shows the ICD Learning Management System interface. At the top, there is a navigation bar with the following links: Home, About Us, Education and Events, Certification, Research, Resources, For Subscribers, and Contact us. Below this is a header section with the ICD logo and a banner for "ICD® AND COVID-19". The main content area is divided into two columns. The left column contains a "Message History" table with the following data:

Subject	From	Status	Date
Online ICD Class Confirmation For...	Institute for Challenging Disorgani...	Opened	02/04/2019 1:01 PM
ICD credits to June 2018	Institute for Challenging Disorgani...	Opened	02/02/2019 10:59 PM
Class handout and confirmation lir...	Institute for Challenging Disorgani...	Opened	02/01/2019 12:29 PM
ICD Pulse Issue 19-3 January 31, 20...	ICD Board of Directors	Sent	01/31/2019 11:11 PM
ICD Pulse Issue 19-3 January 31, 20...	ICD Board of Directors	Opened	01/31/2019 10:58 PM
ICD Class Payment Invoice	Institute for Challenging Disorgani...	Opened	01/28/2019 3:22 PM
Confirmation of registration for ICI...	Institute for Challenging Disorgani...	Opened	01/28/2019 3:22 PM
Class handout and confirmation lir...	Institute for Challenging Disorgani...	Opened	01/25/2019 9:38 AM
2019 ICD Conference Countdown;	Institute for Challenging Disorgani...	Sent	01/24/2019 9:00 PM
ICD Leadership Team - Research D	Institute for Challenging Disorgani...	Opened	01/22/2019 4:25 PM

The right column contains several buttons and sections: "Find an Organizer", "Member Logout", a search bar, and "Upcoming Events". An orange arrow points to the "ICD Online Class Confirmation" button. The bottom of the screenshot shows the Windows taskbar with the system clock at 10:48 PM on 5/3/2020.

What else is in your profile?

The screenshot shows a web browser window displaying a member profile on the website icdorg.memberclicks.net/my-profile. The profile page is divided into several sections:

- My Status:** A text area for sharing thoughts, with options to change profile picture, start a new circle, write a message, privacy settings, upload photos, and view inbox.
- Wall:** A section for comments, currently showing 0 comments.
- User Information:** A section containing the following details:
 - Username:** info@organizeme101.com (with an **Edit** button)
 - Expiration Date:** 04/30/2021
 - Join Date:** 04/01/2004
 - Member Type:** Premium Subscriber - Annual
 - Group:** Premium Subscriber - Annual, Level I ADHD Certificate of Study, Level I Foundation Certificate of Study, Level I Hoarding Certificate of Study
 - Member Status:** Active
 - Full Name:** Laurene Livesey Park
 - Contact Name:** Laurene Livesey Park
 - Organization:** OrganizeMe101
- Quick Links:** A section with links for 'Join Us Info', 'Give', 'ICD Online Class Confirmation', and 'ICD LMS Vault'. A banner for 'ICD® AND COVID-19' is also present.
- Upcoming Events:** A list of events including 'Introduction to the New ICD Learning Management System', 'Pacific ConnectUp Meeting', 'ConnectUp Book Club', 'Mental Illness: Organizing Your Space to Create Balance', and 'Outsmart Your Procrastination: Bull's Eye Advice for 6 Personality Styles'.

An orange arrow points to the **Edit** button next to the **Username** field in the **User Information** section.

Editable!

The screenshot shows a web browser window displaying a member profile page. The browser's address bar shows the URL `icdorg.memberclicks.net/my-profile`. The page layout includes a top navigation bar, a main content area, and a right sidebar. The main content area is divided into several sections: 'My Status' with a text input field and action links like 'Change Profile Picture', 'Start a new circle', 'Write Message', 'Privacy', 'Upload photos', and 'View your inbox'; a 'Wall' section with a profile picture and an 'Add Comment' button; and a 'Circles' section with a profile picture and a 'Show all (1)' link. Below these is a 'Show All (0)' link. The bottom section of the main content area is a profile information card with an 'Edit' button. An orange arrow with a purple outline points to this 'Edit' button. The profile information card contains the following details: Username: info@organizeme101.com; Expiration Date: 04/30/2021; Join Date: 04/01/2004; Member Type: Premium Subscriber - Annual; Group: Premium Subscriber - Annual, Level I ADHD Certificate of Study, Level I Foundation Certificate of Study, Level I Hoarding Certificate of Study; Member Status: Active; Full Name: Laurene Livesey Park; Contact Name: Laurene Livesey Park; Organization: OrganizeMe101. The right sidebar features a 'Quick Links' section with buttons for 'Join Us Info', 'Give', 'ICD Online Class Confirmation', and 'ICD LMS Vault'. Below this is an orange banner for 'ICD® AND COVID-19' with text about the pandemic's impact and a link to contact the ICD® President. The 'Upcoming Events' section lists several events with dates and categories, such as 'Introduction to the New ICD Learning Management System' on Tue May 5, 2020, and 'Mental Illness: Organizing Your Space to Create Balance' on Tue May 26, 2020. A 'View Full Calendar' button is at the bottom of the events list. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 10:53 PM on 5/3/2020.

Applying for ICD® certificates

Choose the Level you wish to access

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Home About Us Education and Events **Certification** Research Resources For Subscribers Contact us

Overview Level I
FAQ Level II
Exams Level III CPO-CD®
Education Mentors Level IV Communication Mentor
Level V Master Trainer
Recertification

ICD Certification Overview

- Certificates and certification enhance your professional credibility
- Clients learn that you are knowledgeable and that you keep up with developments
- Increased client confidence in you, your work together, and your process
- Confidence that your clients with brain-based challenges or other complex situations are getting the best service possible

ICD Certificate and Specialist Levels

ICD provides five levels of certificates and certification all focused on chronic disorganization, a holistic approach to working with organizing and productivity clients. With five levels, as you grow your business, your education continues to meet your needs.

Chronic Disorganization is not a medical diagnosis but the word "chronic" does acknowledge a lifelong struggle. We look at many situations and conditions that affect CD. ICD education is focused on educating our subscribers to assist their clients affected by chronic disorganization.

For [pricing](#) and help in planning your [ICD educational path](#), click on the links. An [Education Mentor](#) can help you navigate through ICD's customizable education and certificate/certification program.

Foundation Certificate (Basic CD)

- Required for being included in the ICD referral directory.
- Prerequisite for Level II Chronic Disorganization Specialist Certificate
- Required to advance to any of the Level II Specialist Certificates

Level I Certificates of Study

"My ICD training makes me feel justified and confident in referring to myself as someone who is qualified in..."

Member Logon

Search our site... **Search**

Quick Links

- Join Us Info
- Give
- ICD Online Class Confirmation
- ICD LMS Vault

Upcoming Events

- Tue May 5, 2020
[Introduction to the New ICD Learning Management System](#)
Category: Class - live
- Mon May 11, 2020
[Pacific ConnectUp Meeting](#)
Category: Connect-Up Meetings
- Wed May 13, 2020
[ConnectUp Book Club](#)
Category: Connect-Up Meetings
- Tue May 26, 2020

Choose the Certificate you wish to access, click **Apply Online**

The screenshot shows a web browser window displaying the website for the Institute for Challenging Disorganization. The page is titled "Certificate of Study in Interpersonal Intelligence". A large orange arrow points to the "Apply Online" link. The website features a navigation menu with options like Home, About Us, Education and Events, Certification, Research, Resources, For Subscribers, and Contact us. A sidebar on the right contains buttons for "Find an Organizer", "Member Logout", and a search bar. Below the search bar are "Quick Links" for "Join Us Info", "Give", "ICD Online Class Confirmation", and "ICD LMS Vault". There is also an "Upcoming Events" section listing several events.

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Home About Us Education and Events Certification Research Resources For Subscribers Contact us

Certificate of Study in Interpersonal Intelligence

Certificate Description

This certificate covers communication, the brain-body connection, and psycho-social factors in organizing and productivity. Learning about interpersonal Intelligence helps us understand ourselves and our clients, and enables us to reach our clients where they are. As Professional Organizers and Productivity Specialists, we work in the 'here and now'. We understand how communication, interaction and emotions can affect actions. If you want to improve your communication skills, understand different types of intelligence and learning styles, learn how to negotiate more effectively or work more easily with families and couples, this is the certificate you'll want. An ICD subscriber who has earned the Level I Certificate of Study in Interpersonal Intelligence has completed 6 hours of education in this area in addition to 6 hours of general education in Chronic Disorganization.

The requirements of this certificate are

- Be a current ICD Premium or Premium+ subscriber
- Have earned and submitted the [Foundation Certificate in Chronic Disorganization](#)
- Attend the 6 required classes available in the [Level I Certificate of Study in Interpersonal Intelligence package](#). To access the package you must be signed in to the ICD website

[Apply Online](#)

- For any questions regarding this certificate, please contact icdcert@challengingdisorganization.org.

Find an Organizer

Member Logout

Search our site... Search

Quick Links

Join Us Info

Give

ICD Online Class Confirmation

ICD LMS Vault

Upcoming Events

Tue May 5, 2020
[Introduction to the New ICD Learning Management System](#)
Category: Class - live

Mon May 11, 2020
[Pacific ConnectUp Meeting](#)
Category: Connect-Up Meetings

Wed May 13, 2020
[ConnectUp Book Club](#)
Category: Connect-Up Meetings

Tue May 26, 2020

Fill in the form and pay!

Institute for Challenging Disorganization

icdorg.memberclicks.net/index.php?option=com_mcform&view=ngforms&id=2001067#/

Level I - Interpersonal Intelligence Certificate of Study application

Name*
Laurene Middle Name Livesey Park

Name as desired on certificate*

Company
OrganizeMe101

Address - Home Address
Line 1
Line 2
Port Hope Ontario L1A 0B5
Canada

Phone
Home
Mobile
Work
Fax

Email
info@organizeme101.com
Email 2

COVID-19.
Our global subscribers, their clients, their businesses and all people affected by chronic disorganization are top of mind. The pandemic is affecting all of us and we are working hard to meet your needs, being creative in how we connect with our community and reducing fees on educational offerings.
If you have any ICD®-related concerns, please contact ICD® President, [redacted]@challengingdisorganization.org

Search our site... Search

Quick Links

- Join Us Info
- Give
- ICD Online Class Confirmation
- ICD LMS Vault

Upcoming Events

- Tue May 5, 2020
[Introduction to the New ICD Learning Management System](#)
Category: Class - live
- Mon May 11, 2020
[Pacific ConnectUp Meeting](#)
Category: Connect-Up Meetings
- Wed May 13, 2020
[ConnectUp Book Club](#)
Category: Connect-Up Meetings
- Tue May 26, 2020
[Mental Illness: Organizing Your Space to Create Balance](#)
Category: Class - live
- Tue Jun 2, 2020
[Outsmart Your Procrastination: Bull's Eye Advice for 6 Personality Styles](#)
Category: Class - live

View Full Calendar

Verify that I am a member in good standing with ICD

Type here to search

10:59 PM 5/3/2020

Level II Specialist Certificates

Chronic Disorganization Specialist® Certificate

Special Offer!

Level II Application fee waived April 2020 until further notice.

Certificate Description

The CD Specialist® Certificate builds on the Foundation Certificate in Chronic Disorganization. It is often the first Level II Specialist Certificate that a subscriber will earn as they pursue the Specialist Level of education. A subscriber who holds the Level II Chronic Disorganization Specialist® Certificate has added breadth and depth to their studies in Chronic Disorganization.

An ICD subscriber who has earned the Level II Chronic Disorganization Specialist® Certificate has completed 12 hours of general education in Chronic Disorganization. They have read a minimum of three books related to chronic disorganization and passed an exam based on that reading.

The Requirements of the certificate are

- Be a current ICD® Subscriber
- Have received the **Foundation Certificate in Chronic Disorganization** within the last three years. [Contact the Certification Program Director](#) for information regarding waivers.
- Complete required readings:
 - **The ICD Guide to Challenging Disorganization For Professional Organizers**, edited by Kate Varness, Institute for Challenging Disorganization, 2012. Pages 1 through 107, 128 through 148, 163 through 196 and 280 through 288. ([Buy it on Amazon](#))
 - **What Every Professional Organizer Needs to Know about Chronic Disorganization** by Judith Kolberg. [Squall Press](#), 2009.
 - **Attention Deficit Disorder: The Unfocused Mind in Children and Adults** by Thomas E. Brown. Yale University Press, 2005. Only chapters 1, 2, 3, 6 and 7. ([Buy it on Amazon](#))

NOTE: ICD receives a small donation as a non-profit from Amazon through the "Buy it on Amazon" links on this page.

- **Attend the six classes available in the Level II CD area of the ICD Vault.**
- **Pay for and pass the CD Exam in Chronic Disorganization.** The Exam in Chronic Disorganization is composed of 25 multiple-choice questions, based on the above readings and general CD knowledge. - [Visit our Exam Page](#). There is a fee for the exam registration. [CD exam registration and payment form](#).
- **Complete an application for the Chronic Disorganization Specialist Certificate online.** There is a fee for the Certificate application.
- **Pay the required certificate application fee.**

COVID-19.
Our global subscribers, their clients, their businesses and all people affected by chronic disorganization are top of mind. The pandemic is affecting all of us and we are working hard to address subscriber needs, being creative in how we connect with our community and reducing fees on educational offerings.
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Quick Links

- Join Us Info
- Give
- ICD Online Class Confirmation
- ICD LMS Vault

Upcoming Events

- Tue May 5, 2020
[Introduction to the New ICD Learning Management System](#)
Category: Class - live
- Mon May 11, 2020
[Pacific ConnectUp Meeting](#)
Category: Connect-Up Meetings
- Wed May 13, 2020
[ConnectUp Book Club](#)
Category: Connect-Up Meetings
- Tue May 26, 2020
[Mental Illness: Organizing Your Space to Create Balance](#)
Category: Class - live
- Tue Jun 2, 2020
[Outsmart Your Procrastination: Bull's Eye Advice for 6 Personality Styles](#)
Category: Class - live

[View Full Calendar](#)

Level II Specialist Exams

The screenshot shows a web browser window with multiple tabs. The active tab is 'Certificate Exams' at the URL 'challengingdisorganization.org/certificate-exams'. The website header features the Institute for Challenging Disorganization logo and a navigation menu with items: Home, About Us, Education and Events, Certification, Research, Resources, For Subscribers, and Contact us. A purple banner at the top right contains the text: 'ICD® AND COVID-19. Our global subscribers, their clients, their businesses and all people affected by chronic disorganization are top of mind. The pandemic is affecting all of us and ICD® is responding to subscriber needs, being creative in how we connect with our community and reducing fees on educational offerings. If you have any ICD®-related concerns, please contact ICD® President, Alison Lush | president@challengingdisorganization.org'. The main content area is titled 'Level II Specialist Certificate Exams Now Available on-demand'. It states that the ICD offers the CD, ADHD, Hoarding, and Aging Specialist exams online. A paragraph explains that before taking the exam, one must have received the corresponding Level I Certificate of Study and then may take the Level II exam for that area. A link 'here' is provided for pricing. Below this, a section titled 'ICD Online Exams (CD, ADHD, Hoarding, Aging)' provides instructions on how to gain access to the LMS exams. A bulleted list of links is provided: 'CD Exam form', 'ADHD exam form', 'Aging exam form', and 'Hoarding exam form'. A contact note follows: 'If you have any questions, please contact Certification Program Director, Laurene Livesey Park at ICD.Cert@challengingdisorganization.org'. A 'Testing Accommodations' section explains that the ICD will make reasonable and appropriate testing accommodations to subscribers when required. It states that it is the student's responsibility to make a request for accommodations in writing to the Certification Program Director at least four weeks before the date the exam is scheduled to be administered. The request needs to include the following: State the accommodation being requested, Identify the reasons for the accommodation and include supporting documentation, and Provide suggestions as to how the accommodation can be achieved. On the right side of the page, there are several green buttons: 'Find an Organizer', 'Member Login', and 'ICD LMS Vault'. There is also a search bar with the text 'Search our site...' and a 'Search' button. Below the search bar is a 'Quick Links' section with buttons for 'Join Us Info', 'Give', 'ICD Online Class Confirmation', and 'ICD LMS Vault'. At the bottom of the page, there is an 'Upcoming Events' section with a list of events: 'Tue May 5, 2020 Introduction to the New ICD Learning Management System' (Category: Class - live), 'Mon May 11, 2020 Pacific ConnectUp Meeting' (Category: Connect-Up Meetings), 'Wed May 13, 2020 ConnectUp Book Club' (Category: Connect-Up Meetings), and 'Tue May 26, 2020'. The Windows taskbar at the bottom shows the search bar with 'Type here to search', several application icons, and the system tray with the date '5/3/2020' and time '11:17 PM'.

What exam do you want to access?

The screenshot shows the MC LMS website interface. At the top, there are navigation links for HOME, ABOUT US, COURSE LIST, and SUPPORT. The main heading is "Courses". Below this, there are options to SORT BY and FILTER BY, along with a SEARCH button. A filter menu is open, listing various categories with checkboxes: Hoarding (HRD), Level II, ADHD, Aging (AGE), Chronic Disorganization (CD), Level I, Interpersonal Intelligence (INT), Time Management and Productivity (TMP), Life Transitions (LT), Students and Learning Theories (SLT), Client Management (MGMT), Continuing Education, and Health Issues and... The main content area displays a grid of course cards. The top row includes "Level II Specialist Certificate" cards for ADHD, Aging, and CD. The bottom row includes "Level I Certificate of Study" cards for Interpersonal Intelligence, Time Management and Productivity, Life Transitions, and Students and Learning Theories. Each card provides a brief description and a "DETAILS" button. The Windows taskbar is visible at the bottom, showing the time as 9:50 PM on 5/3/2020.

What exam do you want to access?

The screenshot shows the MC LMS website interface. At the top, there is a navigation bar with 'HOME', 'ABOUT US', 'COURSE LIST', and 'SUPPORT' links, along with a 'MY ACCOUNT' dropdown. Below the navigation bar, there are 'SORT BY' and 'FILTER BY' options, and a search bar with a 'SEARCH' button. The main content area displays a grid of eight course packages, each with a 'DETAILS' button. The packages are:

- Level II Hoarding Specialist**: This package contains the 6 required classes for the level II Hoarding Specialist Certificate. Duration: 06:00:00. Tags: Hoarding (HRD), Level II.
- Level II ADHD Specialist**: This package contains the 6 required classes for the Level II ADHD Specialist Certificate. Duration: 06:00:00. Tags: ADHD, Level II.
- Level II Aging Specialist**: This package consists of the 6 required classes for the Level II Aging Specialist Certificate. Duration: 06:00:00. Tags: Level II, Aging (AGE).
- Level II CD Specialist®**: This package consists of the 6 required classes for the Level II CD Specialist® Certificate. Duration: 06:00:00. Tags: Chronic Disorganization (CD), Level II.
- Level II Aging Exam**: Multiple-choice exam based on readings for ICD Level II Aging Specialist Certificate. Duration: 01:00:00. Tags: Level II, Aging (AGE).
- Level II Hoarding Exam**: Multiple choice exam based on required readings for ICD Level II Hoarding Specialist Certificate. Duration: 01:00:00. Tags: Hoarding (HRD), Level II.
- Level II ADHD exam**: Multiple choice exam based on readings for ICD's Level II ADHD Specialist Certificate. Duration: 01:00:00. Tags: ADHD, Level II.
- Level II CD Exam**: Multiple choice exam based on required readings for ICD Level II CD Specialist Certificate. Duration: 1:00:00. Tags: Chronic Disorganization (CD), Level II.

An orange arrow points to the 'DETAILS' button for the 'Level II Aging Exam' package.

Two parts to exam access.

1. Register and pay

The screenshot shows a web browser window with the URL icdorg.mclms.net/en/package/640/course/961/view. The page title is "Level II Aging Exam". The navigation menu includes "HOME", "ABOUT US", "COURSE LIST", "SUPPORT", and "MY ACCOUNT". The main content area features the heading "Level II Aging Exam" and a sub-heading "To register for this exam click here." with an orange arrow pointing to it. Below this, there is a list of reading materials:

- **Don't Toss My Memories in the Trash: A Step-by-Step Guide to Helping Seniors Downsize, Organize, and Move** by Vickie Dellaquila, Certified Professional Organizer in Chronic Disorganization (CPO-CD®) & CPO, Victoria Dellaquila, 2017, pages 1-117. A professional organizer and senior move manager presents an overview of challenges faced by the aging individual dealing with downsizing and moving. Client stories provide insights into how professional organizers can sensitively guide an elderly client and their families through the process. There are excellent strategies for: deciding if one should move; sorting and organizing belongings; creating a plan for moving; and getting settled in a new home. (Buy it on Amazon)
- **How to Say It to Seniors: Closing the Communication Gap with Our Elders** by David Solie, M.S., P.A., Prentice Hall Press, 2004. The author is a geriatric psychology expert who offers help in removing the typical communication blocks we have with the elderly. His insights into the later stages of life and the unique perspective of seniors provide tools to relate to them and: gain trust and cooperation; offer assistance without taking over; understand their need for legacy; and, learn how to listen and what to listen for. (Buy it on Amazon)
- **My Mother, Your Mother: Embracing "Slow Medicine"—The Compassionate Approach to Caring for Your Aging Loved Ones** by Dennis McCullough, M.D., Harper Perennial, 2009. The author is a geriatrician who guides the reader in forming an early and strong partnership with parents and siblings; strategizing on connecting with doctors and other care providers; navigating medical crises; creating a committed advocacy team; reaching out with greater empathy and awareness; and, facing the end-of-life time with confidence and skill. (Buy it on Amazon)
- **Stages of Senior Care: Your Step-by-Step Guide to Making the Best Decisions** by Paul and Lori Hogan, McGraw-Hill, 2009. This is a resource and overview of the complex and often emotional aspects of caregiving, aging in place, medical and nonmedical care at home, independent and assisted living communities, hospice care, and end-of-life issues. Professional organizers will glean valuable insights into planning for senior and later life years to aid their older clients and adult children caring for seniors. (Buy it on Amazon)
- **The ICD Guide to Challenging Disorganization** edited by Kate Varness, CPO-CD®, Institute for Challenging Disorganization, 2012, pages 9, 36-40, 63-69, 84-90, 116-120, 138-146, 168-178, 230-235, 263-277. The chapters on the pages indicated highlight the physical and mental health conditions experienced in the aging process, and attune the professional organizer to concepts and strategies involved in working with the aging population and special circumstances. (Buy it on Amazon)

At the bottom of the page, there is a progress bar for "Level II Aging Exam" showing "01:00:00" and a "Course Details" button.

What class do you want to access?

MC LMS HOME ABOUT US COURSE LIST SUPPORT MY ACCOUNT

Level II Aging Exam

To register for this exam click [here](#).

This exam is based on the following readings:

- **Don't Toss My Memories in the Trash: A Step-by-Step Guide to Helping Seniors Downsize, Organize, and Move** by Vickie Dellaquila, Certified Professional Organizer in Chronic Disorganization (CPO-CD®) & CPO, Victoria Dellaquila, 2017, pages 1-117. A professional organizer and senior move manager presents an overview of challenges faced by the aging individual dealing with downsizing and moving. Client stories provide insights into how professional organizers can sensitively guide an elderly client and their families through the process. There are excellent strategies for: deciding if one should move; sorting and organizing belongings; creating a plan for moving; and getting settled in a new home. [\(Buy it on Amazon\)](#)
- **How to Say It to Seniors: Closing the Communication Gap with Our Elders** by David Solie, M.S., P.A., Prentice Hall Press, 2004. The author is a geriatric psychology expert who offers help in removing the typical communication blocks we have with the elderly. His insights into the later stages of life and the unique perspective of seniors provide tools to relate to them and: gain trust and cooperation; offer assistance without taking over; understand their need for legacy; and, learn how to listen and what to listen for. [\(Buy it on Amazon\)](#)
- **My Mother, Your Mother: Embracing "Slow Medicine"—The Compassionate Approach to Caring for Your Aging Loved Ones** by Dennis McCullough, M.D., Harper Perennial, 2009. The author is a geriatrician who guides the reader in forming an early and strong partnership with parents and siblings; strategizing on connecting with doctors and other care providers; navigating medical crises; creating a committed advocacy team; reaching out with greater empathy and awareness; and, facing the end-of-life time with confidence and skill. [\(Buy it on Amazon\)](#)
- **Stages of Senior Care: Your Step-by-Step Guide to Making the Best Decisions** by Paul and Lori Hogan, McGraw-Hill, 2009. This is a resource and overview of the complex and often emotional aspects of caregiving, aging in place, medical and nonmedical care at home, independent and assisted living communities, hospice care, and end-of-life issues. Professional organizers will glean valuable insights into planning for senior and later life years to aid their older clients and adult children caring for seniors. [\(Buy it on Amazon\)](#)
- **The ICD Guide to Challenging Disorganization** edited by Kate Varness, CPO-CD®, Institute for Challenging Disorganization, 2012, pages 9, 36-40, 63-69, 84-90, 116-120, 138-146, 168-178, 230-235, 263-277. The chapters on the pages indicated highlight the physical and mental health conditions experienced in the aging process, and attune the professional organizer to concepts and strategies involved in working with the aging population and special circumstances. [\(Buy it on Amazon\)](#)

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Course Details

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Level II Specialist Certificates

Chronic Disorganization Specialist® Certificate

Special Offer!

Level II Application fee waived April 2020 until further notice.

Certificate Description

The CD Specialist® Certificate builds on the Foundation Certificate in Chronic Disorganization. It is often the first Level II Specialist Certificate that a subscriber will earn as they pursue the Specialist Level of education. A subscriber who holds the Level II Chronic Disorganization Specialist® Certificate has added breadth and depth to their studies in Chronic Disorganization.

An ICD subscriber who has earned the Level II Chronic Disorganization Specialist® Certificate has completed 12 hours of general education in Chronic Disorganization. They have read a minimum of three books related to chronic disorganization and passed an exam based on that reading.

The Requirements of the certificate are

- Be a current ICD® Subscriber
- Have received the **Foundation Certificate in Chronic Disorganization** within the last three years. [Contact the Certification Program Director](#) for information regarding waivers.
- Complete required readings:
 - **The ICD Guide to Challenging Disorganization For Professional Organizers**, edited by Kate Varness, Institute for Challenging Disorganization, 2012. Pages 1 through 107, 128 through 148, 163 through 196 and 280 through 288. ([Buy it on Amazon](#))
 - **What Every Professional Organizer Needs to Know about Chronic Disorganization** by Judith Kolberg. [Squall Press](#), 2009.
 - **Attention Deficit Disorder: The Unfocused Mind in Children and Adults** by Thomas E. Brown. Yale University Press, 2005. Only chapters 1, 2, 3, 6 and 7. ([Buy it on Amazon](#))

NOTE: ICD receives a small donation as a non-profit from Amazon through the "Buy it on Amazon" links on this page.

- **Attend the six classes available in the Level II CD area of the ICD Vault.**
- **Pay for and pass the CD Exam in Chronic Disorganization.** The Exam in Chronic Disorganization is composed of 25 multiple-choice questions, based on the above readings and general CD knowledge. - [Visit our Exam Page](#). There is a fee for the exam registration. [CD exam registration and payment form](#).
- **Complete an application for the Chronic Disorganization Specialist Certificate online.** There is a fee for the Certificate application.
- **Pay the required certificate application fee.**

COVID-19.
Our global subscribers, their clients, their businesses and all people affected by chronic disorganization are top of mind. The pandemic is affecting all of us and we are working hard to address subscriber needs, being creative in how we connect with our community and reducing fees on educational offerings.
If you have any ICD®-related concerns, please contact ICD® President, president@challengingdisorganization.org

Quick Links

- Join Us Info
- Give
- ICD Online Class Confirmation
- ICD LMS Vault

Upcoming Events

- Tue May 5, 2020
[Introduction to the New ICD Learning Management System](#)
Category: Class - live
- Mon May 11, 2020
[Pacific ConnectUp Meeting](#)
Category: Connect-Up Meetings
- Wed May 13, 2020
[ConnectUp Book Club](#)
Category: Connect-Up Meetings
- Tue May 26, 2020
[Mental Illness: Organizing Your Space to Create Balance](#)
Category: Class - live
- Tue Jun 2, 2020
[Outsmart Your Procrastination: Bulls Eye Advice for 6 Personality Styles](#)
Category: Class - live

[View Full Calendar](#)

FAQs

Why are there two systems?

How long will I be able to access the Vault in box.com?

Why don't LMS/live classes I have taken show up in my CEUs?

Can I use classes from the old Vault and the new LMS Vault for a certificate?

Can I still use classes for 2 different certificates?

Do class credits expire?

Do ICD® certificates expire?

Why aren't changes showing up on my profile?

FAQs

Still having issues with your ICD® credits, certificate applications or profile?

Contact us at ICD@Challengingdisorganization.org